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CODIB-D-73
27 January 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT: CODIB Progress Report

The attached draft will be discussed at the CODIB meeting scheduled

for 2 February 1961 (CODIB-A-27, item 2).

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Paul A. Borel
Chairman

Attachment

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MEMORANDUM FOR: The United States Intelligence Board

SUBJECT: CODIB Progress Report

1. This memorandum is submitted pursuant to USIB direction that a
report of progress in areas of concern to the Committee on Documentation
be made by mid-February (USIB-M-115, para. 5.d.).

Review of State Reporting Format and Procedures

2. The State Department has under consideration a proposed augmenta-
tion of its Automatic Data Processing Staff to permit a systems study of
Departmental operations relative to information retrieval and analysis
functions. While such a study would be Departmental-wide, initial emphasis
would be placed on the Intelligence Research and the Records Management
areas.

Adopting of Common Format for Information Report

3. All three CIA reporting media (Clandestine Services; Office of
Operations; and Office of Central Reference) are using the common in-
formation reports format. ACSI converted to this format in early 1960.

AFCIN has adopted the format and plans to begin to use it on 1 July. Navy has also agreed to use the common format; present plans call for a conversion about August of this year.

4. The most serious, and only major, remaining problem concerning standardization of formats for field reporting is with the Department of State. The prospective efforts outlined in paragraph 2 above will in time indicate the extent to which progress can be expected. The Joint Study Group has succinctly identified the basic difficulty:

> The Department of State's "information gathering is enhanced
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> by the fact that its collection goes hand in hand with diplomatic
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> negotiation and representation. This same fact, however
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> complicates the situation in that embassy political and
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> economic activity, being in part policy operation, cannot
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> be wholly within the cover of intelligence coordination,
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> nor can it be easily separated into the two categories of
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> of intelligence and policy." (Page 16)

This situation adversely affects Community efforts to standardize the format of field reports. Even those Foreign Service reports which demonstrably report intelligence information are not recognized by the Department as a legitimate concern of the USIB. Inasmuch as

Foreign Service despatches provide about 40% of the information reports

of interest to the Community, this position cannot remain unchallenged.

Remote Systems Input

5. In a related field of endeavor, the Committee on Documentation has

taken action to coordinate Community plans for using typewriters in overseas

installations which create a machine language by-product. The main reasons

for using Flexowriter or more advanced type devices overseas are: (1) to

produce message tapes as a part of the typing process which can be fed into

communications equipment, and (2) to obtain machine language input

into intelligence data processing systems.

6. Systems development leading to procurement of input devices is

well advanced in the Air Force, the Navy, the Army, and CIA. The

Services expect to equip their Attaches abroad with these input devices,

and CIA has begun to use them as a point of origin in communications.

7. Systems, communications, and security problems have been

pursued independently. The security problem is clearly one shared by

all. The communications problem is likely to be shared to a high

degree. The systems problem needs to be reviewed to determine what

degree of compatibility between systems is likely to be required.

8. Flexowriter type machines will be used increasingly at medium-

sized and small foreign posts. Coordination is required to avoid multiple

maintenance problems at these posts, to simplify physical security arrangements and inspections, and to facilitate mutual use of equipment in case of breakdowns.

9. Your Committee on Documentation has therefore established a Working Group under the chairmanship of [   ] CIA, to   25X1
compare requirements and specifications for remote systems input devices in order to combine them into a single set covering all essential features. The Group will also determine specifically at which foreign posts because of size, separation of installations, security conditions, the use of input devices need not be restricted to the standard. Communications and security expertise is being drawn as needed from all member departments and agencies. The Working Group is working closely with the Communications Security Board's Committee [   ].   25X1

Guidelines for Developing Community Information Processing Facilities

10. Need for general systems study. The Committee has concluded that a general systems study of the Community would be useful and should be undertaken. Several outside organizations have been contacted to ascertain their competence to undertake or to assist in the conduct of such a survey, as well as their interest in so doing. Those organizations with which it would appear profitable to explore the matter further are:

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11. Two developments have transpired since our annual report to the Board which have a bearing on the scope and the timing of a general systems study of the Community: the work of the Joint Study Group; and the issuance of NSCID No. 8 on Photographic Intelligence.

12. Timing. The Joint Study Group has identified some of the problems which presumably would have been surfaced during a systems study. Recommendation No. 1 of the Group's report calls for "action to bring the military intelligence organization within the Department of Defense into full consonance with the concept of the Defense Reorganization Act of 1958." This has been referred by the NSC to the JCS for study and to the Secretary of Defense for implementation. Manifestly another study should not be launched at a time when action is pending which might result in significant change.

13. Scope. The directive to establish a National Photographic Interpretation Center further confirms the pattern which has been evolving in the Community since 1947. A general systems study might or might not conclude that task-oriented centers were sound organizational devices from an information processing viewpoint. But the fact that there has been a trend toward the establishment of additional centers might make any

comment thereon moot. There are certainly good arguments to support

a stand that, given departmental organizations who have departmental

missions as well as community responsibilities, the interdepartmental

tasks can best be accomplished through such collectively staffed task-

oriented centers as the National Indications Center and the National

Photographic Interpretation Center. If we could accept this premise,

the scope of any general systems study undertaken would be less

ambitious than otherwise.

14. In its report, the Joint Study Group has made a number of general

observations which support the need for a study. The group went so far as

to recommend that the USIB "establish a management group which would

analyze and propose solutions to non-substantive community problems of

an administrative or management type." Also, that the USIB "should

monitor efforts to develop automatic systems to store and retrieve

intelligence information and the extent to which compatibility of systems

is assured" (recommendations #31 and #40).

15. Recommendations

    A. That the USIB endorse and support any constructive

        steps planned by the Department of State to bring

        its information reporting practices into closer

        harmony with those of the other intelligence

S-E-C-R-E-T

- 7 -

components.

B. That the USIB endorse the steps taken by the Committee

on Documentation to coordinate Service and departmental

plans for using Flexowriter type equipment in overseas

posts, and agree not to prejudice the prospective fruits of

cooperation by acting independently except on an experimental

scale.

C. That USIB direct the Committee on Documentation to prepare

a plan for conducting a general systems study of the Intelli-

gence Community. The scope of the plan is to take realistic

account of the present pattern of Community development

through the establishment of task-oriented centers. It is

to be submitted to the USIB for approval when the impact

of further steps taken pursuant to the Defense Reorganiza-

tion Act of 1958 is ascertainable in the intelligence area.

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Chairman